



Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Reference: SPG/Prom

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Dear Parent/Carer

Looe Community Academy Leavers' Prom 2018

I trust that your son or daughter is becoming ever more excited about their Prom, despite the pressures of exams and the associated revision.

We kindly seek your help in making their Prom run smoothly and safely. As you may be aware, a few years ago the Prom traffic had caused chaos on local roads and posed a risk to students and onlookers. For the past four years we have implemented a very successful strategy that has kept traffic flowing throughout the Prom procession and reduced risks significantly. We therefore intend to adopt and improve on this to make the 2018 Prom the best ever.

Here are some simple things that you can do to help us and, of course, your son or daughter:

- Take photos of students and their vehicles at home, or choose a scenic location for a photo shoot before you get to the Hannafore area (and build in time for this) - there will be no opportunity for photographs when students arrive outside the hotel as we need to keep the traffic flowing and pedestrians will not be permitted on to the road or on the hotel premises. We will have a professional photographer in attendance to capture arrivals and to take formal photographs during the evening - these will be available to purchase from their website shortly after the Prom. Please note - there is likely to be a press photographer in attendance too, so your son or daughter will need to advise them if they do not wish their photo to be taken or used in the press.
- Plan your timings - make sure you book the vehicle to arrive early at your house to allow for photo shoots, holiday traffic and the inevitable last minute hitches.
- You are very welcome to attend outside the hotel, but please try to leave well ahead of the Prom traffic as the lack of parking at Hannafore can result in a 10 minute walk to the hotel. To avoid getting caught in the Prom procession, we recommend that spectators aim to be in the Hannafore area before 6:00pm.
- Please remain behind the safety barriers and follow the directions of our stewards. Remain on the opposite side of the road and please do not enter the hotel premises, including the balcony or entrance area - the time for photos is before they leave home or at a scenic location away from the Hannafore area.

- Consider seating arrangements in the Prom vehicle - it would be best if the ladies sit on the side nearest the kerb, so that they can get out first with the gentlemen sliding across the seat to follow them, to avoid opening doors and exiting on to the road.
- Please remind your son or daughter of the behaviour expectations and the ban on alcohol, smoking etc. at or around the Prom venue.
- Please also let family and friends know about these tips.
- It would be really helpful if you could give the driver of the Prom vehicle the enclosed advice letter so that they know what to expect when they get to Hannafore, as we have devised a traffic route that eases congestion and ensures that students can safely exit their vehicle on arrival. Prom traffic will drive straight past the hotel on the way in, follow a big loop around Hannafore estate and will then be on the correct side of the road to let students out in our designated area outside the hotel. Our marshals will guide the vehicles around the circuit and will deal with any oversize or unusual vehicles that need special attention.

We look forward to receiving your son or daughter for what will be a fantastic spectacle and a joyous celebration of their time at the Academy.

Yours faithfully



Steve Green CMgr FCMl
Business Manager and Event Organiser

Encl.

